

~~SECRET~~
Security Information

Director, Office of Training

5 January 1953

Chief, General Services

Vital Materials Deposits

25X1A9a

1. On 3 December 1952, a representative of this office met with [REDACTED], Area Records Officer for the Office of Training, to discuss your Vital Materials Program. The record of desposits, as maintained by this office, reflects 4 April 1952, as the date of your last transfer of Vital Materials to the Repository.

2. A preliminary appraisal of records in the Office of Training, prepared by [REDACTED] disclosed the following material is considered Vital:

25X1A9a

- a. Tape recordings; used extensively for training courses.
- b. Debriefings; obtained from returning personnel from foreign assignments.
- c. Training courses; complete sets of questions and answers used in evaluating personnel participating in various training courses.
- d. Delegations of authority; authorizations granted to the Office of Training, majority of which pertain to covert activities.
- e. Chronological correspondence; selected copies of outgoing correspondence originating in the Office of Training.

25X1A9a

3. [REDACTED] stated that the destruction of the above listed materials would constitute an irreplaceable loss and agreed that they should be transferred to a repository for safekeeping as soon as practicable.

4. A review of the latest Vital Materials inventory disclosed that all deposits made by your office were confined to material covered in Category 2.e. This means that no deposits have been made of Vital Materials described in Paragraph 2.a. through d.

5. In further discussions it was learned that your office has been considering the use of your relocation center for the storage of Vital Materials in lieu of the present Agency Repository. It is suggested, however, that any accumulated material be deposited in accordance with existing procedure for storage of Vital Materials, until a decision is reached.

~~SECRET~~

- 2 -

6. It would be appreciated if you would furnish this office with a memorandum setting forth the intention of the Office of Training with respect to future compliance with the Operating Procedure for Vital Materials Program as instituted on 19 June 1951.

/s/

25X1A9a

RMB:GJK:cmq - 3/Dec 62

Distribution:

Orig & 1 - addressee

2 - signee *Chrono*

1 - Rec Mgt Br *Vital. Mat. Files*

~~SECRET~~